



CITY OF HOUSTON

Job Posting

1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2	<i>Job Classification</i>	CONTRACT COMPLIANCE OFFICER
3	<i>Posting Number</i>	110420
4	<i>Department</i>	Mayor's Office
5	<i>Division</i>	Affirmative Action and Contract Compliance
6	<i>Section</i>	Contract Compliance
7	<i>Reporting Location</i>	611 Walker, 7th floor *
8	<i>Workdays & Hours</i>	M - F, 8:00 a.m. - 5:00 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Audits and enforces federal, state, and city requirements for prevailing wage rates on City of Houston construction contracts. Will conduct on-site visits to construction sites to monitor, verify, and enforce federal, state and city labor law requirements on City construction contracts. Responsible for worksite investigations, frequent public oral presentations, conducting investigations of businesses, auditing payrolls, and other documents. Monitors contractor utilization of Minority and Women-Owned Businesses (MWBs).

10 **WORKING CONDITIONS**
The position is physically comfortable; the individual has discretion about walking, standing, etc. Requires visiting construction sites in varying weather conditions.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a Bachelor's degree in Business Administration, Public Administration, Liberal Arts, or a related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
No experience required.

13 **MINIMUM LICENSE REQUIREMENTS**
Requires a valid Texas Driver's License, clear motor vehicle record and meet the requirements of the Mayor's policy regarding the operation of motor vehicles (AP2-2).

14 **PREFERENCES**
Must have excellent oral and written communication skills. Knowledge of governmental regulations and guidelines relative to labor and contract compliance helpful. Must be able to communicate accurately and effectively with executives, administrators, elected officials, employees and the general public. Bi-lingual ability is a plus.

15 **SELECTION/SKILLS TESTS REQUIRED**
None.

16 **SAFETY IMPACT POSITION** : Yes
If yes, this position is subject to random drug testing and any person selected for this position must successfully pass a drug test before appointment.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 15

\$901 - \$1,270 Biweekly\$23,426 - \$33,020 Annually

18 **OPENING DATE** May 10, 2006

19 **CLOSING DATE** May 23, 2006

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. **For application status inquiries, please call (713) 837-9012.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. **The Human Resources TDD phone number (713) 759-0838.**

An equal opportunity employer